

# **Texas State Board of Examiners of Psychologists**

## **Application Materials for Licensed Psychologist**

Please check to make sure you have all of the following documents before completing your application.

	LP Checklist
	LP Application Form
	Documentation of Experience Form
	Verification of Formal Internship Forn
_ ·	Fee Schedule*

\*Items denoted with asterisks must be downloaded from the Board's website at www.tsbep.texas.gov/form-bank, or obtained directly from the Board.

#### **WARNING**

ONLY PROVISIONALLY LICENSED PSYCHOLOGISTS WHO HAVE EITHER PASSED THE BOARD'S ORAL EXAMINATION OR RECEIVED A WAIVER FROM THE EXAMINATION MAY SUBMIT THIS APPLICATION. IF YOU DO NOT MEET THESE CRITERIA, DO NOT SUBMIT THIS APPLICATION.

## **Checklist for Application For Licensure as a Psychologist**

- I. To ensure that your application for licensure as a psychologist is processed as efficiently as possible, please submit the following to the Texas State Board of Examiners of Psychologists:
  - A. Completed <u>application form</u>. Be sure to include complete names and addresses of persons listed.
  - B. <u>Application fee</u>: A fee of \$180 (non-refundable), payable to the Texas State Board of Examiners of Psychologists (T.S.B.E.P.), to cover the cost of the Board's consideration of your request for licensure as a psychologist.
  - C. <u>Documentation of two (2) years of supervised experience.</u> Two (2) Documentation of Experience forms (one for each year) must be completed by the respective supervising licensed psychologist. One Formal Internship Verification Form and one of the two required Documentation of Experience Forms must be completed by the Director of Internship Training. The applicant is responsible for securing their documentation from those supervisors indicated on the application form. These completed documents must be submitted to the Board with the application form by the applicant.

#### OR

If you are actively licensed as a psychologist and in good standing in another state, documentation to this effect must be sent directly from the jurisdiction to the Board.

D. <u>Documentation of Licensure in Other Jurisdictions</u>. Documentation of licensure in other jurisdictions must be provided to the Board directly from any jurisdiction(s) in which the applicant has held licensure, including information regarding disciplinary actions and pending complaints. This documentation must consist of a statement which has a notary seal or state seal and should also include your licensure number and the issue and expiration dates. (No TSBEP form is provided for this.)

The above items A, B, and C must be received in the Board office as a complete packet to begin processing your application. Item D can be provided at a later time.

Do not delay in ordering the other required items to avoid a delay in the licensing process.

- II. Some information about the procedure may be helpful:
  - A. All required information for your application file must be in the Board office for your file to be complete so that it can be reviewed. It is your responsibility to call the Board office to determine whether all required information has been received.
  - B. After your application file is complete and has been reviewed, the Board requires approximately six weeks to communicate the Board's decision to you in writing.
- III. There are two (2) items which require special attention:
  - A. If you do not use this application form within the next three months, please check with the Board office to ensure that the information provided in this letter is still current (i.e., fees, application form, etc.).
  - B. Board Rule §463.2 states an incomplete application remains in the active file for ninety (90) days, at the end of which time, if still incomplete, it is void.
- IV. Board rules specifically regarding licensure of psychologists are Board rules §463.11 and §463.13. Please refer to these rules if you have any questions.

If you have any additional questions, contact the Licensing Division in the Board office.



I.

### TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

333 Guadalupe, Suite 2-450 Austin, Texas 78701 (512) 305-7700

Official Use Only	

#### Application for Licensure as a Psychologist

#### **PLEASE PRINT OR TYPE**

A.	Name			
			Last	Degree
B.	E-mail address	:	Gender:Male	Female
C.	Social Security Number			
D.	Mailing Address	G DO	n.	
		Street or P.O	. Box	
	City	State		Zip
E.	Home Telephone ()_			
F.	Doctoral degree conferred or	n		
_				
G.	Date provisionally licensed a	as a psychologist in Texas_	mo - day - yr	
H.	Have you ever been arrested			
	other jurisdiction?	, please attach an explana	ation and supporting lega	al documents for
	each separate incident.	, preuse actuen un explant	ation and supporting loga	d documents for
I.	Have you ever practiced p jurisdiction?	osychology without a lice	ense or exemption in th	nis or any other
	If yes,	, please attach an explanati	on.	
J.	Have you ever aided or abet exemption in this or any other	tted another individual in per jurisdiction?	practicing psychology wit	hout a license or
	If yes,	, please attach an explanati	on.	
K.	Is there any reason why you services with reasonable skil	u are <u>not</u> physically or moll, safety and competency?	entally competent to rend	er psychological
	If yes,	, please attach an explanati	on.	
L.	Do you use drugs or intoxica	ating liquors to an extent th	nat affects your profession	al competency?
		nlease attach an explanati		

	M.	Is the or any	re any action pending a other jurisdiction?	gainst you or ag	gainst any mental heal	th license tha	at you hold in this	
			If yes, pleas	e attach an expl	lanation.			
	N.	Have denie	you ever had any profe d, suspended, revoked, o	essional license canceled, or oth	to practice in a menta erwise disciplined?	al health prot	fession refused or	
			If yes, pleas	se attach an expl	lanation and a copy of	pertinent ord	lers or decisions.	
II.	REQU	JIREM	DICATE BELOW THE ENTS FOR LICENSUF 463.11 and 465.2.	EXPERIENCE RE. See Section	YOU ARE OFFERING 501.252 of the Psych	IG TO MEE ologists' Lic	Γ THE ensing Act and	
	A.	FOR	MAL YEAR					
		1.	Was your experience	in the field of ir	ndustrial/organizationa	ıl psychology	?□YES □NO	
			If no, was your experi it meet Board Rule 46	ence approved 3.11 or 463.13	by the American Psych (Check only one.)	hological Ass	sociation or does	
(a) 🗖		463.11(c)		463.11(c)(1) and (c)(2)(B)	(c) $\square$ 463.11(c)(1) and (c)(2)(C)	(d) [	463.13	
If you	selected (	(d), pleas	se answer the following.					
	Do you	have at	least 1500 hours of superviso	ed experience for y	our formal year?	□ Yes	□ No	
	(If your	answer	is <b>yes</b> , please answer <b>only</b> 2	through 6.)				
If you	selected (	(a), (b), o	or (c), please complete the f	following question	as 2 through 12.			
		2.	Name of psychologist					
		3.	Current address of psy	ychologist/supe	rvisor	on D.O. Dov		
					Street	ЭГ Р.О. <b>Б</b> ОХ		
			City		State		Zip	
		4.	Was supervisor licens	ed as a psychol	ogist when supervision	n occurred? [	□YES □NO	
		5.	Jurisdiction where sup	pervisor was lice	ensed as a psychologis	st		
		6.	Name of agency/address v	where experience w				
						Name		
			Street or P.O. Box					
			City	State	Zip			
		7.	Duration of experience	e (Please give s	pecific beginning and	ending dates	.)	
			From mo - day	- yr	to mo-	- day - yr		
		8	Hours you worked ne	r week				

	9.	Job Ti	le of Applicant	
	10.	Does guidel	his supervised experience satisfy the requirements of the Board's supervisines?	on
		YES_	NO (See Rule 465.2)	
	11.	Was t	ne supervising psychologist trained in the area of supervision provided to tasee?	the
		YES_	NO	
	12.	Was to	e supervising psychologist related within the second degree of affinity (marriagin the second degree of consanguinity (by blood relationship)?	ge)
		YES_	NO	
B.	SEC	OND YI	AR	
	Com	plete <u>onl</u>	1 or 2	
	1.	□ §46	3.13: Licensed Out-of-State Applicants. Please complete questions a through e.	
		a.	Did your supervision consist of at least 1500 hours?	
			YES NO	
		b.	Name of psychologist/supervisor	
		c.	Was supervisor licensed as a psychologist when supervision occurred?	
			YES NO	
		d.	Jurisdiction where supervisor was licensed as a psychologist	
		e.	Name of agency/address where experience was obtained	
			Name	
			City State Zip	—
	2.	□ 846	3.11 Second Year of Supervised Experience. Please complete questions a through k.	
		a.	Job Title	
			Board Rule 463.11(e)(1)(N)	
		b.	Name of agency/address where experience was obtained Name	
			ranc	
		-	City State Zip	
		c.	Duration of experience (Please give specific beginning and ending dates.)	
		From_	to	
			mo - day - yr mo - day - yr	
		d.	Hours you worked per week	

			e.	Name of psycholog	g1st/superv1sor			
			f.	Current address of	psychologist/s	supervisor	or P.O. Box	
						Street	or P.O. Box	
				City		State	Zip	
			g.	Was supervisor lice	ensed as a psych	nologist when super	vision occurred? □YES □N	1C
			h.	Jurisdiction where	supervisor wa	s licensed as a psy	chologist	
			i.	Does this supervise supervision guideli	ed experience sines?	satisfy the requirer	ments of the Board's	
				YES	NO	(See Rule 465	.2)	
			j.	Was the supervisin the supervisee?	ng psychologis	t trained in the area	a of supervision provided to	
				YES	NO			
			k.	Was the supervisin (marriage) or within	ng psychologis in the second d	t related within the legree of consangu	second degree of affinity inity (blood relationship)?	
				YES	NO			
				additional pages, if ness and hours.	ecessary, to sho	ow experience. Ple	ease be precise in reporting	
III.	CUR	RENT	EMPLO	OYMENT				
	B.	Are y	you cur	rently employed?	YES	NO		
		If ye	s, pleas	e complete the follow	ing:			
		1.	Job 7	Γitle				
		2.	Nam	e/address of employm	nent			
				1 3		Name		
					Str	eet or P.O. Box		
				City		State	Zip	
		3.	Dura	tion of job position	mo - day -	yrto	mo - day - yr	
		4.	Hou	rs you work per week			·	
		5.	Is ag	ency exempt as define	ed in Section 5	01.004 of the Psyc	chologists' Licensing Act?	
			YES					
			a.	If yes, please indic	ate:	me of Supervisor (	Please Print)	_
					ina	ine or pupervisor (	ricuse rimit)	

			Street or P.O. Box	x City	State	Zip
				Superviso	or's Title	
		b.	If no, please prov	ide the following info		
					providing supervision	
			(2) Position o	of psychologist provid	ing supervision.	
			(3) Address o	of psychologist provide	ing supervision.	
			Street or P.O. Box	X		
			City	State	Zip	
IV.	LICE	NSURE	E IN OTHER STAT	TES		
	A.	Are y	ou actively licensed	d as a psychologist in	another jurisdiction?	
		YES_	NO			
		If yes	, name of jurisdiction	on:		
		Durat	ion of licensureM	Ionth/Day/Year	to Month/I	Day/Year
	B.	List <u>a</u> licens	<u>ll</u> other jurisdiction sure.	s where you have eve	r been licensed and pr	ovide the dates of
		Name	e of Jurisdiction			
		Durat	ion of Licensure	Month/Day/Year	r to	nth/Day/Year
		Name	e of Jurisdiction			
		Durat	ion of Licensure Mor	nth/Day/Year	to Month/Da	y/Year
	C.	Was a	at least one of your doctoral degree as i	two years of supervise ndicated on your trans	ed experience complet script?	ed after you received
		YES_	NO			

#### V. PERSONAL ACKNOWLEDGMENT

I acknowledge that the information contained in this application is true and correct.

In making this application to the Texas State Board of Examiners of Psychologists for the issuance of a license, I agree to abide by the rules and regulations of the Texas State Board of Examiners of Psychologists and to take all examinations necessary to the processing of my application. I further agree that the fee submitted with this application is NON-REFUNDABLE.

I hereby grant the Board permission to seek any information or references it deems fit in securing my credentials, pertinent to this application.

I further agree that if issued a license, it shall remain the property of the Texas State Board of Examiners of Psychologists and shall be returned if my license is suspended, revoked, voided or I resign or go on inactive status.

I have read the Psychologists' Licensing Act, am familiar with, and agree to abide by the requirements of the Act, and Rules and Regulations of the Board.

I understand that the Public Information Act is enforced as required by State law.

Warning: Pursuant to Tex. Educ. Code Ann. '57.491, a license issued by this Board may not be renewed if the licensee is in default of either a loan agreement guaranteed by the Texas Guaranteed Student Loan Corporation or a repayment agreement.

Signature	Date	

Licensure Application – October 2015

#### TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

333 Guadalupe, Suite 2-450 Austin, Texas 78701 (512) 305-7700

# Documentation of Experience for Licensure as a Psychologist

	Address of Licensed Psychologist	After completing and signing this reference form, please return it to the applicant. This form must be submitted by the applicant with the application for licensure.
Applicant	Name (Please Print):	
application requires the the field of Board is a	n for licensure as a psychologist. Sec at a person have at least two years of so of psychological services. So that a co	chologists has received the above-named person's ction 501.252 of the Psychologists' Licensing Act upervised experience from a licensed psychologist in mplete evaluation can be made of the applicant, the nformation. Fax copies of this document cannot be applicant.
1. Do	you know the applicant well enough to	evaluate him/her? Yes No
a.	If <b>NO</b> , please sign this section and	return to the applicant.
	Your Printed Name	Your Signature
b.	If <b>YES</b> , please complete the follow	ring about yourself:
	Your Printed Name	Your Signature
	Address:	
	Telephone: () Area of doctoral level training/educ	cation in psychology:

	Current Job	Position:				_
		ur licensure no.(s			at you supervised the e(s) where you hold/	
	Date	License No.	Sta	te	Current? Yes/No	
Beg	ginning Date:		En			
		Month/Day/Year		ling Date:	Month/Day/Year	
		hours per week o			Month/Day/Year k under your supervi	
abo	w many clock ve time period?	hours per week o	lid the app	icant wor		ision during
Plea app	w many clock ve time period?  ase state the to licant per week  ase state the ty	tal number of house.	urs of direct	t (one-to-c	k under your supervi	ision during  provided to
Plea app. Plea cam	ase state the too licant per week	tal number of horactice, agency, etc	urs of directly setting when	t (one-to-c	k under your supervione) supervision you	ision during  provided to  e. (i.e., colle
Plea app. Plea cam Whain p	ase state the toolicant per week ase state the typingus, private practice, the time of su	tal number of horactice, agency, etc.	did the applars of directions of directions with the setting when the setting with the sett	ere your s	k under your supervious	ision during  provided to  e. (i.e., colle

Did the applicant receive supervision within those areas of your training, knowledge, and sk Yes No
Did the applicant have the background, training, and experience appropriate to the funct performed? Yes No
Was a verification of your supervision for the applicant listed on your license renessubmitted to the Board's office? Yes No
Do you feel the applicant is physically and mentally competent to render psychological servit as a licensed psychologist? Yes No  If <u>no</u> , please attach letter of explanation.
Do you have any reservations concerning the applicant's ethical, professional, or personal qualifications for licensure? Yes No  If <u>ves</u> , please attach letter of explanation.
Did the title used by the applicant while under your supervision clearly indicate his supervised status? Yes No
What title was used?
Was there a process in place for providing an evaluative feedback to supervisee regard his/her performance on established service requirements?  Yes No
Were all clients informed that applicant and all aspects of applicant's work were be supervised? Yes No

This information is needed for the applicant's file before the Texas State Board of Examiners of Psychologists can consider his/her request for licensure. Please respond as quickly as possible so that the applicant's professional career can be considered and hopefully fulfilled. The Public Information Act is enforced as required by State law. Thank you for your consideration in this matter.

Date Form Completed by Licensed Psychologist

Please return this completed form to the applicant.



#### TEXAS STATE BOARD OF EXAMINERS **OF PSYCHOLOGISTS**

333 Guadalupe, Suite 2-450 Austin, Texas 78701 (512) 305-7700

### Formal Internship Verification Form for Application for Licensure as a Psychologist

(To be completed by the Director of Internship Training)

	applicant indicated on the application for licensure as a cacredited by the American Psychological Association of			ternsmp that wa					
I.		Name and address of agency or where experience was obtained:							
	Dates worked: Beginning Date:	Ending Date:							
	Hours applicant worked per week:								
	Please indicate the type of internship completed. (Che	eck only one)							
	APA §463.11(c)(2)(A)	)(B) on II)	§463.11(c)(2)(C) (Go to Section III) School District						
II.	If the internship met §463.11(c)(2)(B), please answ supervision. If your answer is "no" to any of the ques								
1.	Did the internship agency have a clearly designated staff psychologist actively licensed in the jurisdiction in which the internship took place, given responsibility for directing the internship, and present at the training facility for a minimum of twenty (20) hours a week?	Yes	No						
	Name:Staff Supervising Psychologist								

2.	Did the internship agency have two or more full- time psychologists on the staff as primary supervisors at least one of whom was actively licensed as a psychologist in the jurisdiction where the internship took place?	Yes	No
3.	List the names of the supervising psychologists and where they were licensed.		
	Name: Staff Supervising Psychologist		
	Jurisdiction where licensed		
	Name:Staff Supervising Psychologist		
	Jurisdiction where licensed		
4.	Was there a minimum of two hours per week or regularly scheduled formal, face-to-face individual supervision and two additional hours per week in learning activities provided by the supervising psychologists and/or the Director of Internship Training?	Yes	No
5.	Were the supervising psychologists (including the Director of Internship Training) trained in the area of supervision provided to the supervisee?	Yes	No
6.	Were the supervising psychologists (including the Director of Internship Training) related within the second degree of affinity or within the second degree of consanguinity to the applicant?	Yes	No
7.	Were the supervising psychologists (including the Director of Internship Training) under an Agreed Order (disciplinary action by the Board) at the time of supervision?	Yes	No
8.	Was the supervision provided by a staff member or an affiliate of that agency who carried clinical responsibilities for the cases being supervised?	Yes	No
9.	Did the internship provide training in a range of assessment and intervention activities conducted directly with patients/clients?	Yes	No
10.	Was at least 25% of trainee's time in direct patient/client contact (minimum 375 hours)?	Yes	No

11.	Was training post-clerkship and post-practicum?	Yes	No	
12.	Was there a minimum of two full-time equivalent interns at the internship level of training during applicant's training period?	Yes	No	
13.	Did the intern indicate the training status to the clients served?	Yes	No	
14.	Did the internship agency inform prospective interns about the goals and content of the internship, as well as the expectations for quantity and quality of trainee's work?	Yes	No	
GO 1	TO SECTION IV			
III.	If the internship met §463.11(c)(2)(C), School Di dates of internship supervision. If your answer is provide an explanation.			
1.	Was the internship consistent with a written plan specific training objectives of the program?	and met the		N.
2.	Did the internship agency have two or more psychologon the staff as primary supervisors at least one of actively licensed as a psychologist/LSSP in the where the internship took place.	f whom was	Yes	No
3.	List the names of the supervising psychologists and were licensed.	d where they	Yes	No
	Name: Supervising Psychologist/LSSP			
	Jurisdiction where licensed:			
	Name: Supervising Psychologist/LSSP			
	Jurisdiction where licensed:			
4.	Did the field-based supervisors provide at least two hours per week of direct supervision for each intern and did the university supervisor maintain an ongoing relationship with the field-based internship supervisors and provide at least one field-based			
5.	contact per semester with each intern? Were the supervising psychologists/ LSSPs (in Director of Internship Training) trained in the area or provided to the supervisee?		Yes	No

6.	Were the supervising psychologists/ LSSPs (including the Director of Internship Training) related within the second degree of affinity or within the second degree of consanguinity to the applicant?	Yes	No
7.	Were the supervising psychologist/ LSSPs (including the Director of Internship Training) under an Agreed Order (disciplinary action by the Board) at the time of supervision?	Yes	No
8.	Did at least 600 clock hours of the internship experience occur in a school setting and provide a balanced exposure to regular and special educational programs?	103	
9.	Was the field-based supervisor/LSSP responsible for no more than two interns at any given time and university supervisors responsible for no more than twelve interns at any given time?	Yes	No
10.	Was the internship documented by a written contractual agreement specifying the period of the internship and the training objectives of the program?	Yes	No
11.	Was the internship experience systematically evaluated in a manner consistent with the specific training objectives of the program?	Yes	No
12.	Was the internship experience conducted in a manner consistent with the current legal/ethical standards of the profession?		
13.	Did the internship agency have a minimum of two full-time equivalent interns at the internship level during the applicant's training period?	Yes	No
		Yes	No
		Yes	No
		Yes	No
14.	Was the supervision in a school setting supervised by a licensed psychologist/ LSSP?		
	Name:		
	Supervising Psychologist/LSSP		
	Jurisdiction where licensed:		

icensed: ich the internship took place r tice in a school setting?	Yesequire a	No	
ich the internship took place r tice in a school setting?	equire a		
tice in a school setting?	equire a		
nternship which took place in			
	a non-		
Was the internship provided at or near the end of the formal training period?			
	Yes	No	
	Yes	No	
	Yes		
correct.			
=	Director of Internship Training Signature		
plea sub	After completing and signing this reference form, please return it to the applicant. This form must be submitted by the applicant with the application for licensure.		
li i	by a licensed psychologist?  ided at or near the end of the scorrect.  Fraining Direction Sign Sign Sign Sign Sign Sign Sign Sig	YesYesYes	